

ABSTRACT OF THE DISCLOSURE

In an electric filing apparatus, a document is read, and the read document is divided into blocks by a predetermined dividing number. Further, the divided block is divided into a partial image or partial character train, and a partial image or partial character train is extracted from a predetermined position every block. The extracted partial images or partial character trains are combined, thereby forming a reduced image smaller than an original image or character train. When selecting a document registered by the user, a list of the reduced images is displayed.

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